



STANDARDS OF APPRENTICESHIP
adopted by

TACOMA MACHINISTS APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
INDUSTRIAL CONTROLS TECH (MANUFACTURING PLANT ONLY)		729.784-026	6000 HOURS
MACHINIST		600.280-022	8000 HOURS
MACHINIST (AIRCRAFT ORIENTED)		600.280-042	8000 HOURS
MACHINIST METAL FABRICATOR		819.384-010	6000 HOURS
MAINTENANCE MACHINIST		600.280-042	8000 HOURS
MAINTENANCE MACHINIST (AIRCRAFT ORIENTED)		600.280-042	8000 HOURS
OUTSIDE MARINE MACHINIST APPRENTICE		623.281-030	4000 HOURS
SAW AND KNIFE MAKER		601.381-034	8000 HOURS
TOOL AND DIE MAKER		601.280-046	10000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards for the development of machinists in apprenticeship have been prepared by the employers of machinists and representatives of the Machinists Local No. 297 of the Industry in Tacoma, Washington, and approved by the Washington State Apprenticeship and Training Council.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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The area covered by these Standards shall be all of Pierce, Thurston, Kitsap, Mason, Jefferson, Grays Harbor and Pacific Counties in their entireties with headquarters in Tacoma, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Shall be at least eighteen (18) years of age.**

Education: **Will be a high school graduate or has completed the High School Equivalency Test (GED).**

Physical: **N/A**

Testing: **Person entering an apprenticeship must complete the COMPASS Test with a minimum score of 67 in reading, 32 in writing, and 53 in pre-algebra or the ASSET Test with a minimum score of 37 in reading skills, 37 in writing skills, and 43 in numerical skills, or have successfully completed college math and english classes at 100 level or above**

Other: **N/A**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

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- 1. It is recommended that applicants for the machinists apprenticeship program have vocational schooling or similar training prior to their being employed as an apprentice.**
- 2. Neither the International Association of Machinists Local 297 nor the Tacoma Machinists Apprenticeship Committee, or subcommittee is a referral agent and apprentices are to be selected by the individual employers in accordance with customary and established policies.**
- 3. All persons desiring to enter this apprenticeship program shall make application at the employer's place of business.**
- 4. All employers hiring apprentices must sign a compliance form agreeing to be bound by the Affirmative Action Program contained in these Standards and as approved by the Washington State Apprenticeship and Training Council.**
- 5. Records of application and selection process received by the employer shall be kept for at least five (5) years.**

B. Equal Employment Opportunity Plan:

- 1. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
- 2. Cooperation with local school boards and vocational education systems to develop programs for preparing students to meet the Standards and criteria required for entry into apprenticeship programs.**
- 3. To encourage the establishment and utilization of programs and pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provision in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

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The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. The term of apprenticeship for tool and die maker shall be five (5) years or a minimum of 10,000 hours of work and an additional 720 hours of related technical instruction. The total number of hours assigned to classroom instruction shall be not less than 144 hours per year or 4 hours per week.**
- B. The term of apprenticeship for a machinist, machinist (aircraft oriented), maintenance machinist, maintenance machinist (aircraft oriented), industrial controls technician and saw and knife maker shall be four (4) years of a minimum of 8000 hours of work and an additional 576 hours of related technical instruction. The total number of hours assigned to classroom instruction shall be not less than 144 hour per year or 4 hours per week.**
- C. The term of apprenticeship for a machinist metal fabricator shall be three (3) years or a minimum of 6000 hours of work and an additional 432 hours of related technical instruction. The total number of hours assigned to classroom instruction shall not be less than 144 hours per year or 4 hours per week.**
- D. The term of apprenticeship for Outside Marine Machinist shall be two (2) years or 4000 hours of work and an additional 288 hours of related/supplemental instruction.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
 - Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
- A. All apprentices employed in accordance with these Standards shall be subject to a probationary period not to exceed 1000 hours of employment.**

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- B. For Outside Marine Machinist employed in accordance with these Standards shall be subject to a probationary period not to exceed 800 hours of employment.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

Every shop, which employs one (1) journey-level worker steadily, may have one (1) apprentice and one (1) additional apprentice for every four (4) additional journey-level workers steadily employed.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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A. Tool and Die Makers:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	85%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%
9	8001 - 9000 hours	96.25%
10	9001 - 10000 hours	97.50%

B. Machinists, Machinists (Aircraft Oriented), Maintenance Machinists, Saw & Knife Makers and Maintenance Machinists (Aircraft Oriented):

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	85%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%

C. Machinist Metal Fabricators and Industrial Controls Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	65%
2	1001 - 2000 hours	70%
3	2001 - 3000 hours	75%
4	3001 - 4000 hours	80%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

D. Outside Marine Machinist:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1333 hours	70%
2	1334 - 2666 hours	80%
3	2667 - 4000 hours	90%

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Apprentices who receive credit for previous work experience shall be paid, upon entrance to the trade, the wage rate of the period to which such credit advances them.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Industrial Controls Technician (Manufacturing Plant Only)

Approximate hours

- 1. First Year:**
 - a. Shop orientation500
Fire hazards
Safety practices
Use of hand tools
Basic maintenance
 - b. Preparation of component devices. Construction of mounting brackets500
 - c. Layout and mechanical assembly of electrical panels500
 - d. Wiring of control panels.....500
- 2. Second Year:**
 - a. Preparation and Installation of electrical enclosures500
 - b. Installation of conduit.....500
 - c. Wiring and testing of machinery1000
- 3. Third Year:**
 - a. Maintenance (plant).....500
 - b. Assigned to hydraulic shop500
 - c. Assigned to pneumatic shop.....500
 - d. Miscellaneous.....500

TOTAL HOURS: 6000

The above schedule of practical experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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B. <u>Machinists:</u>	<u>Approximate Hours</u>
1. Drill presses	480
2. Turning (Lathes)	2000
3. Milling Machine	1000
4. Boring mill's	1000
5. Bench, assemble and outside job work	720
6. Welding and cutting.....	320
7. Surface and cylindrical grinding	320
8. Tool and cutter grinding	240
9. Miscellaneous tool crib, broaching and key seating layout, gear cutting, heat treating, shop maintenance, and C-N-C programming and operation.....	1920
TOTAL HOURS:	8000

The above schedule of practical work experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee.

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C. <u>Machinists (Aircraft Oriented):</u>	<u>Approximate Hours</u>
1. Milling Machine	400
2. Lathes	400
3. Drill press.....	400
4. Bench, assembly, deburr	400
5. C-N-C programming	500
6. C-N-C machining, lathes, Mill's (3 axis, 4 axis & 5 axis)	5500
7. Miscellaneous, surface grinding, honing inspection, shop maintenance and cutter grinding	400
TOTAL HOURS:	8000

The above schedule of practical work experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee.

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D. Machinists Metal Fabricators: Approximate Hours

During the term of apprenticeship, the apprentice shall receive instructions and gain experience in the machinists metal fabricator trade necessary to develop a skilled and practical mechanic in accordance with the following schedule:

1. Fitting	1150
2. Layout	450
3. Blueprint	100
4. Welding	2000
5. Burning	500
6. Shop procedure	500
7. Fabricating.....	1050
8. Metallurgy	150
9. Miscellaneous.....	100

TOTAL HOURS: 6000

The above schedule of practical work experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee.

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E. Maintenance Machinists:

Approximate Hours

- | | | |
|----|---|------|
| 1. | Machine operation | |
| a. | Drill presses and portable drills..... | 500 |
| b. | Engine lathe | 1500 |
| c. | Milling machine..... | 750 |
| d. | Boring mills and boring bar | 500 |
| e. | Tool and cutter grinder | 200 |
| f. | Welding, brazing and cutting..... | 550 |
| 2. | Installation, maintenance and repair of machinery and equipment | 4000 |

The apprentice shall be given the opportunity to learn all phases of installation, maintenance and repair, including trouble shooting, disassembly, inspection, fitting, assembly, aligning, balancing, and testing both in the shop and in the field, and will include proper use of the trade normally used in doing this work.

TOTAL HOURS: 8000

The above schedule of practical work experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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F. Maintenance Machinists (Aircraft Oriented): Approximate Hours

- 1. Machine Operation:**
 - a. Drill presses, radial drills & portable drills.....500**
 - b. Engine lathes1500**
 - c. Milling machines750**
 - d. Boring mills and boring bar.....500**
 - e. Tool and cutter grinder 200**
 - f. Welding, brazing and cutting.....550**
- 2. Installation and repair of machinery and equipment.....4000**

The apprentice shall be-given the opportunity to learn all phases of installation and repair, including trouble shooting, disassembly, inspection, fitting, assembly, aligning, balancing, and testing, both in the shop and in the field, and will include proper use of the trade normally used in doing this work.

TOTAL HOURS: 8000

The above schedule of practical work experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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G. <u>Outside Marine Machinist</u>	<u>Approximate Hours</u>
1. Main engine, reduction gears, installation and alignment	450
2. Auxiliary engines, associated equipment and alignment installation	450
3. Pumps and alignment	300
4. Winches, installation and alignment	300
5. Steering systems, alignment and packing	250
6. Hydraulic pumps and related systems	300
7. Yard Maintenance	300
8. Boring bars and equipment.....	150
9. Blueprint reading.....	100
10. Micrometer and dials.....	100
11. Drilling processes	450
12. Shafting, installation and alignment	200
13. Optional-unscheduled.....	350
14. Operation and testing	300
TOTAL HOURS:	4000

The above schedule of practical work experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this guide as closely as facilities will permit and as approved by the Apprenticeship Committee.

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H. Saw and Knife Makers: Approximate Hours

During the term of apprenticeship the apprentice shall receive instructions and gain experience in saw and knife maker trade necessary to develop a skilled and practical mechanic in accordance with the following schedule:

1.	Small round saws	640
2.	Small band saws	640
3.	Metal cutting - Circular saws and hacksaws.....	320
4.	Punching and boring.....	160
5.	Large diameter woodcutting saws.....	160
6.	Lathe work.....	320
7.	Knife grinding	640
8.	Carbide saws and tooling	640
9.	Tooling, steel and carbide.....	480
10.	Surface grinding.....	640
11.	Re-saws.....	640
12.	Heavy welding	480
13.	Hammering.....	1280
14.	Miscellaneous training and layout.....	960

TOTAL HOURS: 8000

The above schedule of practical work experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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H. Tool and Die Makers: Approximate Hours

During the term of apprenticeship, the apprentice shall be given such instruction and experience to develop the skills and knowledge necessary for complete mastery of the trade. The training of all apprentices shall include the following work units, but not necessarily in the sequence listed.

The time required in the different units of the trade may need to be adjusted for certain individual apprentices, but retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training at that step. The tool and die maker apprenticeship includes the following

1.	Bench Work	1400
2.	Milling Machine	1600
3.	Engine lathe	1000
4.	Grinder (surface, tool)	1000
5.	Heat Treating	400
6.	Electric Discharge Mach. OPR. (EDM)	800
7.	Tool Layout and Design	1000
8.	CNC Programming & Operation	1200
9.	Jig Borer and Grinder	200
10.	Drilling machines	400
11.	Shop Maintenance and Review	800
12.	Tool Steel Welding	200

TOTAL HOURS: 10000

The above schedule of practical work experience is designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this guide as closely as facilities will permit and as approved by the Apprenticeship Committee.

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☐ () Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. The Apprenticeship Committee recommends that courses for the machinist apprentices be limited to those who are actually apprentices in the machinist trade in accordance with the Standards.**
- B. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
- C. The apprentice shall be required to take Industrial First Aid and CPR for each program before they will receive their certificate of completion. This will be in addition to his/her 144 hours of requirement for related classes.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Credit for State/Federal Apprenticeship Programs:

Apprentices who have attended a recognized State/Federal Apprenticeship Program and supported by proper documentation are eligible for credit for time registered. Application for credit may be made following completion of the probationary period. The apprentice shall apply to the Apprentice Coordinator in writing with a favorable report from the employer.

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2. Credit Policy for early completion:

To be considered for credit towards early completion, an apprentice must satisfy **all requirements** of the Joint Apprenticeship Training Committee as defined below. The apprentice **must**:

- a. Document his/her significant machining experience, which was performed prior to entering the apprenticeship program. Prior machining experience may be college level machining classes and/or employment that requires skills or tasks that are comparable to apprentice level work in a machine shop environment.
- b. Must have completed the **entire** Related/Supplemental Instruction course assignments and tests with an average score of 85% or better.
- c. Submit a written statement from the current employer indicating that the apprentice is performing at journey level. Statements from the employer regarding attitude, work ethic attendance, etc., are encouraged.
- d. Contact the Apprenticeship Coordinator to schedule an appearance at the J.A.T.C. meeting.
- e. Complete and submit the application to Apprentice Coordinator at least 20 days prior to his/her appearance before the Committee*.

*The J.A.T.C. meets monthly from September to May.

3. Periodic Examination:

At the end of each quarter or other time as is deemed advisable, the instructor shall hold final examinations.

4. Related/Supplemental Instruction:

- a. All classes start and terminate at time set forth by the Committee. If an instructor removes an apprentice from class for a just cause, the apprentice will not be readmitted until he/she has been before the Committee. The apprentice will have to make up the time missed during this period of time missed.
- b. Any apprentice who comes to class or returns from break, having used alcohol and/or drugs, will be removed from class with just cause.
- c. Unexcused absences are made up at a rate of 2 hours for every hour missed. Excused absences are made up at a rate of 1 hour for every hour missed.
- d. Excused absences require:

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- (1) A note from your Physician indicating that an illness/injury is preventing an apprentice from attending school.
 - (2) A note from a foreman/supervisor stating that the apprentice is required to work overtime.
 - (3) Death of immediate family member.
 - (4) Special circumstances will be reviewed by the Committee.
- e. Apprentices have the option to make up classes prior to an intended absence without being penalized two hours for every hour missed. Apprentices must notify the instructor of your intentions. A maximum of twelve (12) hours can be accumulated.
- f. When apprentices cannot arrive to class on time, a grace period of up to one (1) hour per class will be allowed with a maximum accumulation of five (5) hours per year. Time missed beyond the one (1) hour per class and the five (5) hours per year will be made up at two (2) hours for every one (1) hour missed.
- g. Classes may be rescheduled for other days of the week by the instructor, to accommodate field trips, holidays, etc. Apprentices who have been laid off may complete the quarter they are attending to accumulate class credit toward graduation.
- h. Apprentices may challenge sections of the curriculum after providing documentation that he/she had successfully complete post secondary level class(es) in the subject within the previous two (2) years. This will not relieve the requirement to attend 144 hours per year.

5. Failure of Classes

- a. Upon failing a class, the apprentice will appear at the next scheduled J.A.T.C. meeting to review and recommendation. Employers of apprentices who fail to pass a class may receive a written notice of unsatisfactory progress.
- b. The minimum score to maintain satisfactory progress is 70% or "C" grade. Apprentices who fail to receive the minimum percentage or grade in any quarter must complete a makeup class within nine months of failing the class. Apprentices who fail to complete a makeup class within the allotted time will be placed on suspension.
- c. Apprentices who fail to receive a minimum of 70% average or "C" grade in any two (2) quarters during his/her apprenticeship will meet with the J.A.T.C. and representative of his/her employer to develop a recovery plan. The plan will establish the conditions where by the apprentice will make up the failed classes within 9 to 18 month period.

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Apprentices who fail to complete a makeup class within the allotted time will be placed in suspension.

- d. Apprentices who have been placed in suspension for the above conditions may re-enter the apprenticeship program at the request of his/her current employer following a minimum six (6) month suspension from the Apprenticeship program and meet the minimum ASSET score requirement.**
- e. The employer has the authority to withhold scheduled pay raises of an apprentice who has failed a class. Scheduled pay raises will be reinstated upon successful completion of the makeup class without regard to retroactive pay increases.**
- f. Failed Core Classes must be made up with an equivalent class, which may be offered through technical or community colleges. All other failed classes will be made up by attending alternate classes approved by the J.A.T.C. The cost of makeup classes will be the responsibility of the apprentice.**

6. Disciplinary Procedures:

- a. When violations of these Standards by apprentices and/or employers occur, they will be acted upon by the Committee as outlined below.**
- b. Committee members will first and always attempt to resolve problems informally by meeting with all parties concerned.**
- c. Notification will be sent by certified mail at least twenty (20) days prior to the hearing and will contain the alleged charges and Standards section violated, range of penalties, which may be imposed, and a statement noting that the hearing will afford full opportunity to discuss the specified charges.**
 - (1) The apprentice and/or employer shall be notified by the Secretary in writing to appear before the Committee at a reasonably convenient time and place.**
 - (2) Notification will be sent by certified mail at least twenty (20) days prior to the hearing and will contain the alleged charges and Standards section violated, range of penalties, which may be imposed, and a statement noting that the hearing will afford full opportunity to discuss the specified charges.**
 - (3) The hearing will be so conducted to include only those charges outlined in the notification.**
 - (4) Apprentices and/or employers may be accompanied by legal counsel if they so choose.**

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- (5) **The hearing proceedings will be recorded either manually or by mechanical means.**
- d. **Following the hearing, the Committee will make its decision based solely upon the most creditable evidence submitted at the hearing and reduced to writing.**
- e. **Employers and/or apprentice will be so notified in writing by certified mail.**
- f. **Each apprentice shall submit monthly work progress records by the fifteenth day of the following month. Failure to comply will result in an extension of the apprenticeship for one (1) month for each late report. These reports need to be received by the Apprenticeship Coordinator by mail or handed over to the Related Instructor.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

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Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

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C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

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6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

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Program type administered by the committee: **GROUP JOINT**

The Tacoma Machinists Apprenticeship Committee shall be composed of six (6) members; three (3) members representing the employers and three (3) members representing the International Association of Machinists Local No. 297 and shall be selected by the groups they represent.

The employer representatives shall be:

**Erwin Kettner, Chairman
Bennett Machinery Inc.
1635 Portland Avenue
Tacoma, WA 98421**

**Rainier Faust
Tool Gauge & Machine
4336 S. Adams
Tacoma, WA 98409**

**Wayne Streich
Streich Brothers Inc.
1650 Marine View Dr.
Tacoma, WA 98422**

**Martin Kool, Alternate
Precision Machine Works, Inc.
2024 Puyallup Avenue
Tacoma, WA 98421-1115**

The employee representatives shall be:

**Ron Kinzel, Secretary
1529 Wilton Road South
Tacoma, WA 98465**

**Tim Haeffner
402 9th St. NW
Puyallup, WA 98371**

**John McGinnis
7401 S. Bell St.
Tacoma, WA 984098**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Ron Kinzel
1529 Wilton Rd.
Tacoma, WA 98465**